

Criminal History Screening

A criminal background check will be made after an applicant has been hired with continued employment made contingent upon a satisfactory result of the screening. At the time of the job offer, the applicant is to be informed of this check and shall be required to sign a statement indicating this understanding.

The information from each criminal background check must be used on a case by case basis to determine how an employee=s particular offense relates to his or her job.

The factors taken into account must include:

- 1) The nature and gravity of the offense;
- 2) The time that has passed since the conviction and/or completion of the sentence; and
- 3) The nature of the job for which the application has applied.

Job relatedness is the most critical factor. Information about arrests should never be used, only convictions.

The following are procedures to follow:

1. After you have completed the selection process, offer the employee the job and explain that the offer is contingent upon a satisfactory result of the criminal background screening.
2. Have the employee sign a statement indicating that they know a criminal history check will be conducted.
3. Complete a Criminal History Record Check form (see attached form).
4. Mail the form to the Chief Probation Officer in your district.
5. The record will be mailed to you so make sure you have included your address on the requesting form.
6. When the information is received, use it in making your hiring decision.
7. If you have any questions or want help in analyzing the information call Judy Beutler at (402) 471-2921.